

Minutes of the Finance Committee
Wednesday, March 22, 2006

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl (Chair), Genia Bruce, Joe Marchese, Bonnie Morris, Jim Behrend, Ken Herro, and Don Broesch.

Also Present: Legislative Policy Advisor Mark Mader, Public Works Director Rich Bolte, Engineering Services Manager Gary Evans, Administration Director Norm Cummings, Robert W. Baird & Co. Director Brad Viegut, Sheriff's Business Manager Tom Koth, Deputy Inspector Steve Marks, Employee Benefits Administrator Pete Hans, Senior Financial Analyst Clara Daniels, Clinical Services Manager Mike DeMares, Administrative Services Manager Russ Kutz, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels, Treasurer Pam Reeves, Financial Analyst Josh Fudge, Collections & Business Services Manager Sean Sander, and Judge Michael Bohren. Recorded by Mary Pedersen, County Board Office.

Ordinance 160-O-133: Repeal And Recreate Waukesha County Code Of Ordinances To Increase 2006 Fees For Right Of Way Permits

Bolte and Evans were present to discuss this and the following ordinance. Bolte said an ordinance to increase these fees comes forward every other year. An increase of \$15,700 or 12% to \$150,700 is reflected in the department's 2006 adopted revenue budget. Morris said it would be helpful to know what the fees were versus the proposed fees. Bolte submitted this information and copies were made for the committee. Haukohl asked that this be written into the ordinance in the future.

MOTION: Marchese moved, second by Behrend to approve ordinance 160-O-133. Motion carried 7-0.

Ordinance 160-O-139: Modify Scope And Appropriate Funds For The Capital Project 200427 Signal And Safety For The Construction Of Traffic Signals And Additional Turn Lanes CTH P, CTH Z —Intersection City Of Oconomowoc, Waukesha County

Bolte said a total of \$375,000 is being reimbursed to the County from the developer to fund signals and additional turn lanes at the CTH P / CTH Z intersection. He said they worked with the developer to move this project forward because of problems out there and that citizens have been complaining. In addition, the County has some paving work to do there this summer and it makes sense to do it all at once and as one project.

MOTION: Herro moved, second by Broesch to approve ordinance 160-O-139. Motion carried 7-0.

Ordinance 160-O-138: Authorize The Issuance Of Not To Exceed \$12,000,000 General Obligation Promissory Notes For Capital Projects

Cummings noted that this ordinance is reflected in the 2006 budget. Viegut distributed copies of "Waukesha County Summary of Recommended Financing Plan - \$12,000,000 General Obligation Promissory Notes, Series 2006." He said the record low for interest rates was last year. Rates have gone up since then but they're still very favorable and he's expecting a rate of about 4.149%. This is a 10-year issue with a prepayment option which provides added flexibility to refinance or prepay without penalty. He went on to review the preliminary payment schedule as outlined in the handout. Haukohl noted this is a \$12,000,000 loan as opposed to a \$14,000,000 loan. It benefits the taxpayers because we're able to pay off the \$2,000,000 MRF loan from last year early. A letter from the Finance

Committee to encourage County Board unanimous support for the issue will go out in the March 28 board packet. The committee will meet on April 11 at 6:15 p.m., prior to the County Board meeting, to approve the bid.

MOTION: Bruce moved, second by Morris to approve ordinance 160-O-138. Motion carried 7-0.

Ordinance 160-O-135: Accept Edward Byrne Memorial Justice Assistance Program Grant Award (2006) And Appropriate These Funds To The Sheriff's 2006 Budget

Marks and Koth were present to discuss this and the following ordinance. Marks said this ordinance involves accepting \$5,500 in grant funds that were awarded to the City of Waukesha to be given to the Sheriff's Department. The funds will be used to purchase video equipment for interview rooms.

MOTION: Marchese moved, second by Broesch to approve ordinance 160-O-135. Motion carried 7-0.

Ordinance 160-O-136: Amend 2006 Sheriff's Department Budget Expenditure Of Seized Funds – March, 2006

Koth said this ordinance involves disbursing \$9,300 in seized funds to state and local agencies that contributed directly to the seizure of that property. He noted an error in the fiscal note: Village of Mukwonago should read Town of Mukwonago. In addition to the Town of Mukwonago, funds will also be disbursed to the following Metro Drug Unit participating police agencies: City of Waukesha, City of New Berlin, City of Muskego, City of Brookfield, Village of Pewaukee, and Village of Menomonee Falls. This will leave a remaining undesignated balance of \$49,131 available for future use.

MOTION: Behrend moved, second by Bruce to approve ordinance 160-O-136. Motion carried 7-0.

Request for Information Process for Deferred Compensation Plan Administrative Services

Hans said the contract was awarded to ICMA-RC and it involves no cost to the County. A total of two vendors submitted RFP's for consideration.

MOTION: Herro moved, second by Behrend to approve the process. Motion carried 7-0.

Approve Minutes of 2-22-06

MOTION: Herro moved, second by Behrend to approve the minutes of February 22nd. Broesch asked that a correction be made to the minutes. Motion carried 7-0 as amended.

Schedule Next Meeting Dates

April 5th.

Chair's Executive Committee Report of 3-13-06

Marchese (Haukohl was absent from the March 13th meeting) said among the issues discussed were County Board structure in the United States and the proposal to reduce the size of the Waukesha County Board.

Announcements

Marchese expressed concerns with the Dispatch Center, in particular, their computer system. He was also disappointed with the County's booklet on tourism.

Ordinance 160-O-137: Appropriate Additional State Revenues Passed Through Milwaukee County For Mental Health Crisis Service Expansion Expenditure Authority In The Waukesha County Department Of Health And Human Services 2006 Budget

DeMares and Kutz discussed this ordinance as outlined which involves accepting \$58,200 as pass through funding to the Waukesha County Mental Health Association (MHA) from Milwaukee County Behavioral Health & Family Services. DeMares said the funds will be used to expand the Mobile Health Crisis Intervention Program by 700 additional hours. This program is contracted with MHA. They're also developing a peer support program whereby clients help other clients become more stable in the community. DeMares indicated they are anticipating additional funds in July. Marchese asked for a 6-month report on this issue.

MOTION: Broesch moved, second by Herro to approve ordinance 160-O-137. Motion carried 7-0.

Year-End Report on General Funds

Swartz and Daniels reviewed the 2005 year-end budget monitoring summary report for General Fund operations. Swartz said there was a favorable budget variance overall. Those that showed a favorable budget variance at year-end were County Executive Office Operations (\$42,900); County Board (\$83,800); County Clerk (\$44,000); Department of Administration (\$372,300); Non-Departmental (\$610,100); Public Works-General (\$167,000); Emergency Preparedness-General (\$308,100); District Attorney (\$8,600); Corporation Counsel (\$86,800); Circuit Court Services (\$71,200); Medical Examiner (\$110,700); Sheriff (\$308,600); Register of Deeds (\$815,600); Senior Services-General Fund (\$324,900); Health & Human Services Public Health Division-General Fund (\$102,200); Veterans Services (\$17,900); UW-Extension (\$10,000); and Parks & Land Use (\$174,200). The only department that had an unfavorable budget variance at year-end was the Treasurer's Office (-\$839,400). This was primarily due to lower than anticipated rates of return on the County's investment income.

2005 Annual Report of the County Treasurer's Office

Reeves discussed her 2005 annual report as outlined. The cash balance as of January 1, 2005 was \$22,073,309.31 and the cash balance as of December 31, 2005 was \$25,191,198.39. Receipts from municipalities during 2005 totaled \$544,984,039.79 and disbursements to municipalities totaled \$541,866,150.71. Reeves went on to review 2004 rolls collected in 2005, property taxes collected for municipalities, and tax deed properties sold during 2005. The County's profit resulting in the latter totaled \$26,757.98. Agricultural land-use conversions resulted in a total of \$524,053.91 being collected by the County Treasurer although this has not yet been entirely collected and disbursed. Haukohl said it would be helpful in future reports to show the prior year's cash balances. Reeves agreed to include that information.

MOTION: Morris moved, second by Bruce to accept the 2005 Annual Report of the County Treasurer's Office. Motion carried 7-0.

4th Quarter Report on Collections

Sander discussed the Collections Division's delinquent collection / referral year-end report. Collections in 2005 totaled \$2,553,152 versus \$2,504,824 collected in 2004. The amount retained by the County was \$1,809,869 versus \$1,798,731 retained in 2004. Total collections increased 1.9% from 2004 and increased 6.7% from 2003. Tax intercept collections totaled \$811,319 in 2005 versus

\$817,872 in 2004. A total of 3,330 tax intercept payments were received on accounts in 2005 versus 3,435 received in 2004. New revenue sources identified / implemented by the division generated \$1,030,203 of additional revenues for the County in 2005. Jail booking fee collections were initiated for the Sheriff's Department in 2005. The Collections Division serves 19 municipal entities.

MOTION: Broesch moved, second by Herro to accept the report. Motion carried 7-0.

Update on Courthouse Security

Bohren said they anticipate the perimeter of the courthouse will be secured by approximately May 1st. This proposal includes x-ray machines and metal detectors at the main entrance of the courthouse. This will be the entrance for employees and the general public with a bypass for employees. Currently, there is no bypass exception for attorneys although this is a possibility. There will also be an employee-only entrance at the main entrance of the Administration Building. This will be accessed via employee ID cards. The proposal also calls for judges to have a separate entrance and they continue to discuss the possibility of key cards for other elected officials. Whether or not the main courthouse entrance should be rebuilt will probably be decided after some running time. Bohren said the County Executive is fine-tuning the policy and we want that policy to be looked at by the judges and the County Board. Herro felt Door #3 should remain accessible for County Board Supervisors. Bohren said that issue is being discussed although it's an executive-level decision.

Bohren went on to discuss a proposed courthouse addition. Instead of building a four-story addition between the new jail and the existing courthouse, it has been proposed that we look at retrofitting the existing courthouse for less money. Firstly, they will want to eliminate the transport of prisoners in the hallway. Secondly, they would reconstruct or replace at least three courtrooms and this would be done as part of the courthouse addition project. This is being proposed for security / safety reasons. They would also look at the option of having two criminal intake courtrooms for the court commissioners; instead of one G-49 there would be two. These would be connected to the new jail and probably involve the installation of secure elevators. Any proposal would be a capital project requiring County Board approval.

Future Agenda Items

- For the April 5th Meeting: Discuss Operations and Costs of the Countywide Compost Program (Marchese, Haukohl)
- Courtrooms Tour (Haukohl)

MOTION: Herro moved, second by Broesch to adjourn at 11:19 a.m. Motion carried 7-0.

Respectfully submitted,

Approved on:_____

Bonnie J. Morris
Secretary